



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
PAYROLL COORDINATOR
FINANCE

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for coordinating all payroll functions for City employees and retirees. Reports to the Accountant II – Payroll.

ESSENTIAL JOB FUNCTIONS

Processes a variety of electronic transactions through the City's Enterprise Resource System (MUNIS) related to all hired, terminated and current active employees to ensure accurate payroll compensation; and processes manual checks as needed.

Receives requests from departments for retroactive pay to be entered into payroll system; calculates payment and verifies against personnel actions; enters retroactive amounts and any other money amounts into payroll system.

Posts and maintains tax liens, garnishments and child support payments. Ensures that payroll is balanced, tax payments to the federal and state agencies have been electronically submitted, and paychecks and direct deposits are printed and sealed. Maintains compliance with federal, state, and local laws and regulations affecting payroll operations.

Responds to routine inquiries with regard to retirement benefits, pay deductions and increases, as well as City policies, procedures and governmental regulations as it relates to pension payroll; and researches situations and responds appropriately.

Works closely with Human Resources and department payroll representatives on all aspects of the automated payroll system to ensure accuracy, accountability and appropriateness of all transactions.

Creates, maintains and updates payroll manual used by department payroll representatives; provides written correspondence concerning payroll changes; provides continuous training. Assists with the publishing of the newsletter for retirees and employees.

Maintains computer-generated schedules to ensure the accuracy of reports and forms submitted. Assists with the issuance of all W-2 and 1099-R forms and ensures that information reported on these forms is accurate compared to federal and state reports.

Provides back-up to the benefits section as needed.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Payroll – Thorough knowledge of payroll practices to ensure accuracy and appropriateness of all transactions, to include compliance with federal, state, and local laws and regulations affecting payroll operations and operational requirements.
- Pension – Some knowledge of pension benefits administration.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, payroll representatives from all departments, retirees and the public. Effectively responds to and resolves routine inquiries and disputes.
- Time Management – Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication – Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner. Ability to listen and understand information and ideas being presented verbally and in writing.
- Financial Management – Ability to perform arithmetic, algebraic, and statistical applications to perform payroll transactions. Ability to employ accounting principles and practices in the analysis and reporting of payroll data.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in Accounting, Business Management or a related field and 1-2 years of responsible payroll or closely related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.